

NOTES FOR COMPLETION OF CHARITY GIFT AID DECLARATION

A claim for Gift Aid can only be made where we hold a valid gift aid form that confirms the individual donor pays sufficient tax, and we have the donor's current address.

The next page contains a blank gift aid form for your completion and return to the Parish Office. If you are unable to print the attached form please let a Churchwarden know and we will arrange to send you one, alternatively forms will be available from the Parish Secretary and hopefully at the back of the Church in due course.

You **need not complete a form** if you donate by using the Parish Giving Scheme, or the small coloured envelopes, or donate to St Marys by any means where your identity is unknown (eg cash collections).

You **should complete a form** if you donate by the standing order/faster payments scheme or the numbered envelope scheme, or you make ad hoc donations. Please remember to tick the box that applies to you.

Thank you for your help, if you have any questions please contact one of our Churchwardens.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF
ST MARY, WOODBRIDGE, SUFFOLK**

CHARITY GIFT AID DECLARATION – multiple donation (June 2020)

Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

In order to Gift Aid your donation you must tick the box below:

I want to Gift Aid my donation of £_____ and any donations I make in the future or have made in the past 4 years to the above Charity.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

If you cannot Gift Aid your donation please tick this box:

I am not a UK tax payer.

Signed _____

My Details

Title _____ First name or initial(s) _____

Surname _____

Full Home address _____

Postcode _____ Date _____

Please notify the charity if:

1. you want to cancel this declaration
2. you change your name or home address
3. your tax circumstances change

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Please return to The Parish Office, St Mary's Church Centre, 11 Market Hill, Woodbridge, IP12 4LP